



Rhode Island State Police

General Order – 2B

<i>Section:</i>	Administration – General Management
<i>Article:</i>	2 – Management Reporting
<i>Title:</i>	Administrative Reporting System
<i>Special Instructions:</i>	

I. PURPOSE

The Administrative Reporting System of the Rhode Island State Police is designed to provide the administrative officers and staff with information on the activities of the Division in a timely manner. It is intended to ensure communications through the chain-of-command and is essential to the efficient operation of the Division.

II. POLICY

11.4.1

A. DAILY REPORTING

12.1.4

1. PATROL BUREAU

- a. Patrol Commanders are responsible for the reporting of daily activity and events to Division personnel for the previous 24-hour period. This shall be done via electronic mail on the Rhode Island State Police – Wide Area Computer network each day. The purpose of this report is to keep Division personnel informed of unusual and/or important activities, major crimes, arrests or motor vehicle accidents that occur within the state.

54.1.1b

- i. It will be the responsibility of each barracks and the Commercial Enforcement Unit, to summarize and post the daily activity and events to the “Division’s Daily Press Release” section on the Division’s website for review by the media and general public.
 - ii. Only the age of the arrestee, not the date of birth, shall be included in the summary.
 - iii. Names of juveniles and victims; or, an arrest of a sensitive nature shall not be posted.
- b. Unusual occurrences at the patrol level should be reported to the District Commander as they happen. The determination of what constitutes an unusual occurrence must rest with the Patrol Commanders or in their absence, the Assistant Patrol Commanders. However, if any doubt exists as to the necessity of submitting the information, it should always be resolved in favor of notifying the

District Commander immediately. For such concerns during their duty hours, the Night Executive Officer shall act in accordance with this policy.

2. DETECTIVE BUREAU

- a. The Detective Commander or designee is responsible for the reporting of daily activity and events within the Division for the previous 24-hour period. This shall be done via electronic mail on the Rhode Island State Police - Wide Area Computer network each day. The purpose of this report is to keep Division personnel informed of unusual and/or important activities, major crimes, arrests or motor vehicle accidents that occur within the state.
 - i. It will be the responsibility of the Detective Commander or his/her designee to summarize and post the daily activity and events to the "Division's Daily Press Release" section on the Division's website for review by the media and general public.
 - ii. Only the age of the arrestee, not the date of birth, shall be included in the summary.
 - iii. Names of juveniles and victims; or, an arrest of a sensitive nature shall not be posted.
- b. Unusual occurrences at the detective level should be reported to the Detective Commander as they happen. The determination of what constitutes an unusual occurrence must rest with the Unit Commanders or in their absence, the Assistant Unit Commanders. However, if any doubt exists as to the necessity of submitting the information, it should always be resolved in favor of notifying the Detective Commander immediately. For such concerns during their duty hours, the Night Executive Officer shall act in accordance with this policy.

B. WEEKLY REPORTS

1. Patrol Bureau

Each Patrol Commander is responsible for preparing weekly reports for submission to Headquarters. These weekly reports include, but are not limited to:

Weekly Patrol Bureau Reports	Purpose	Distribution
Interdepartmental Mail	Communication	Addressee
Outgoing USPS Mail	To be mailed	HQ Outgoing Mail
Overtime	Documents overtime	Central Management Office
Time sheets	Document time worked	Central Management Office
Weekly programs	Future staffing	District Commanders
Overtime Request Sheet	Request overtime	DOT/TMC Detail Office

2. Detective Bureau

The Detective Commander is responsible for preparing weekly reports for submission to Headquarters. These weekly reports include, but are not limited to;

Weekly Detective Bureau Reports	Purpose	Distribution
Overtime	Documents overtime	Fiscal Office
Weekly programs	Future staffing	District Commanders
Time sheets	Document time worked	Fiscal Office

3. Administrative Services

Each Unit Supervisor is responsible for preparing the following reports for submission to Headquarters:

Weekly Administrative Services Reports	Purpose	Distribution
Overtime	Documents overtime	Fiscal Office
Time sheets	Document time worked	Fiscal Office

C. MONTHLY REPORTS

1. PATROL BUREAU

Each Patrol Commander is responsible for preparing a monthly report for submission to Headquarters. The monthly report will cover the period from the first calendar day of each month, up to and including the last

calendar day of each month. The report will be due with the weekly reports submitted on the second Sunday of the following month. The monthly report provides Headquarters command staff the opportunity to review important events and activities of the previous month. The monthly report may also permit Division staff commanders to identify the objectives of their patrols for the next month. The monthly report will include, but not be limited to:

Monthly Patrol Bureau Reports	Purpose	Distribution
Cumulative activity	Demonstrate activity of barracks	District Commanders
Cruiser mileage & condition Reports	Demonstrate miles traveled	Fleet/Supply Administrator
Rifle Inventory	Accountability	Inspectional Services
Juvenile Detention Data Summary Report	Monitoring by Public Safety Grants Administration Office	UCR Manager
UCR reports	Document FBI statistics	UCR Manager

2. DETECTIVE BUREAU

The Detective Commander or his/her designee is responsible for preparing a monthly report with the same calendar considerations as the Patrol Bureau. The Detective Bureau monthly report will include, but not be limited to:

Monthly Detective Bureau Reports	Purpose	Distribution
Caseload activity	Demonstrate activity	Detective Commander
Cruiser mileage	Demonstrate miles traveled	Fleet/Supply Administrator
UCR reports	Document FBI statistics	UCR Unit

D. QUARTERLY REPORTS

1. PATROL BUREAU

At the end of each quarter, each Patrol Commander or his/her designee is responsible for submitting a certification sheet authorizing the UCR Manager to generate the appropriate reports.

2. DETECTIVE BUREAU

At the end of each quarter, the Detective Commander or his/her designee is responsible for submitting a certification sheet authorizing the UCR Manager to generate the appropriate reports.

E. ANNUAL REPORTS

In accordance with Rhode Island General Law 42-28-6, 1956, as amended, the Superintendent of State Police shall annually, make a report to the General Assembly listing the activities of the Division. The Superintendent shall also make such reports to the Governor, as the Governor shall request.

1. It shall be the responsibility of the Planning, Research & Accreditation Unit to develop and prepare the Division's Annual Report. This report may also serve to guide future planning concerns and personnel allocation. It shall be distributed to affected organizational units for information and study purposes. It shall also be the responsibility of the Planning, Research & Accreditation Unit to disseminate as appropriate, all analytical studies & reports of Division functions.
2. It shall be the responsibility of District Commanders, Detective Commander, Patrol Commanders, Unit Supervisors and their assistants to report and compile statistics throughout the year, as may be required, for their particular function(s) within the Division.
3. It shall be the responsibility of Division Commanders, Detective Commander, Patrol Commanders, Unit Supervisors and their assistants to consider and, when appropriate, develop plans and goals for their particular function within the Division for review by the Planning, Research & Accreditation Unit.

III. PROVISIONS

A. Report Forms

It shall be the responsibility of District Commanders, Detective Commander, Patrol Commanders, and Unit Supervisors to review all Division report forms pertaining to their respective functions. Suggestions of revisions, new reports, or the development of computer generated forms shall be forwarded for evaluation

purposes to the Planning, Research & Accreditation Unit. After evaluation, the Accreditation Manager or his/her designee shall submit its finding to the Inspectional Services Unit for approval by the Command Staff. It shall be the responsibility of the Inspectional Services Unit to ensure that only actively used forms are held for report purposes.

B. Reports, Reviews, and Activities mandated by Accreditation Standards

It shall be the responsibility of the Division's Accreditation Manager to develop a review system to ensure that accreditation standards are met through necessary periodically required activities. This review system shall identify instances where accreditation standards have not been met, and will ensure that compliance will be attained.



By Order of Colonel Assumpico

A handwritten signature in black ink, which appears to read "Ann C. Assumpico".

Ann C. Assumpico
Colonel
Superintendent